

Quick Guide To Submitting Summer Hire RPA

(To be used in conjunction with the DCPDS Desk Guide for Managers)

1. Select "Request for Personnel Action" from the Navigator list, and click "Open".
2. Select "Recruit/Fill" and click "Open".
3. Complete blocks 3, 4, 5 & 6. The RPA must be signed in blocks 5 and 6 by the requestor and authorized manager.

4. Click on the “Remarks and Address” tab.
5. In Part D of the “Remarks and Address” tab, provide the following information for a Summer Hire RPA.

Organization / UIC / Organization Code / Command Code:

Duty Location (i.e., Stuttgart, Germany):

Kaserne or Barracks Name (i.e., Kelley Barracks):

Bldg. # / Room #:

Supervisor's Name / phone number / e-mail address:

Timekeeper's Name / phone-number / e-mail address / TAG:

Position Type: (i.e., Clerical or Labor), If **Labor**, please state if **power equipment** will be operated!

Name Request: (Submit name only if the applicant worked for your organization last year)

6. Is position funded by IMCOM or USAREUR?

***Note:** The Gatekeeper Checklist is not required. If the above information is not provided, the RPA will be returned to Management. This information is required for the CPOC to create the summer hire position.

The screenshot shows the Oracle Applications interface for the Army Civilian Data Center. The main window title is "Request for Personnel Action (Recruit/Fill, Routing Group:NE_REGION)". The window contains several tabs: "Requesting Info", "Position Data", "Employee and Position Data", and "Remarks and Address".

PART D - Remarks by Requesting Office
(Note to Supervisors: Do you know of additional or conflicting reasons for the employee's resignation/retirement?)
 Yes No

Organization/Organization Code/Command Code:
Duty Location and Kaserne or Barracks Name:

PART E - Employee Resignation/Retirement
Reasons for Resignation/Retirement

Forwarding Address City State
Zip Code Country

PART F - Remarks for SF 50
Code Description Required

History Extra Information Person Position Others...

Record: 1/1 <OSC>

Start | ... | S... | A... | A... | P... | P... | V... | R... | R... | F... | h... | O... | P... | D... | 8:40 AM

7. Save your action by clicking the yellow diskette icon located in the upper left corner of the toolbar. Click "Yes" when prompted, to route your action. An RPA number will be generated. Record the RPA number for future reference.
8. In the next dialog box "Routing", select "Save and hold in personal inbox" and click "Ok."
9. Access your Civilian Inbox, select the RPA and click "Respond"
10. Click "Save". Click "Yes" to route your action.
11. In the next dialog box "Routing", select "Person" and click "Ok."
12. Locate your RMO from the "Person" listing, then click "Ok".
13. Once the RPA has been reviewed/approved by the RMO and is ready to be submitted to the CPOC, the RPA should be routed to "XYZ-0SHPMC/COCD" from the "Groupbox" routing list.